

LETTER OF RECOMMENDATION (SCHOLARSHIP) SAMPLE

TO WHOM IT MAY CONCERN

As the Dean/professor of "U" College/university, I have had the pleasure of knowing "Z" for the last four years. He/she has been a tremendous student and an asset to our university. I would like to take this opportunity to recommend "Z" for the recently announced postgraduation program at your university.

I feel confident that he/she will continue to succeed in his/her studies. "Z" is a dedicated student and thus far his/her grades have been exemplary. In class, he/she has proven to be a take-charge person who is able to successfully develop plans and implement them.

"Z" has also assisted us in our admissions office. He/she has successfully demonstrated leadership ability by counseling new and prospective students. His/her advice has been a great help to these students, many of whom have taken time to share their comments with me regarding his/her pleasant and encouraging attitude.

It is for these reasons that I offer high recommendations for "Z" withoutreser nation. His/her drive and abilities will truly be an asset to your establishment. If you have any questions regarding this recommendation, please do not hesitate to contact me.

Sincerely,

(NAME OF DEAN/PROFESSOR)
(NAME OF UNIVERSITY/COLLEGE)